



Peace Corps – NEPAL

VACANCY ANNOUNCEMENT

(Announcement Number: 12-05)

OPEN TO: All Interested Candidates
POSITION: Financial Specialist, Personal Services Contractor
OPENING DATE: February 17, 2012
CLOSING DATE: March 2, 2012
WORK HOURS: Full-time; 40 hours/week

The Peace Corps is a U.S. governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for fifty years in 139 countries; the agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people. www.peacecorps.gov

BASIC FUNCTION OF THE POSITION

The Peace Corps program in Nepal places American Volunteers in two-year assignments in villages and towns across the country. Peace Corps is seeking experienced and qualified applicants for the full time contracted position of Financial Specialist.

Under the direct supervision of the Director of Management and Operations (DMO) the Financial Specialist manages accounting & financial operation through close coordination with other sections to support Post operations; is responsible for financial management such as Post Annual Budget formulation (Post Operating Plan); performs Mid-Year review of Post Funds, manages Post financial spending plan during Year End process, and performs various financial analyses to support senior officers and key staff in order to facilitate informed decision making; supervises the administrative assistant position which provides volunteer support; performs duties of Receiving Officer; serves as authorized Contracting Officer; is designated as Alternate Class B Cashier; coordinates budget implementation for Trainee and Volunteer training events; provides advice and counsel to Peace Corps staff members and Volunteers regarding financial matters. This position also coordinates human resource management for local staff; manages recruitment process, documents hiring, coordinates post-acceptance tasks and documentation; and keeps abreast of local compensation plan. Coordinates with Peace Corps/Washington and various U.S. Embassy units. Performs all functions and tasks within internal control guidelines ensuring separation of duties and appropriate control of processes. It may be necessary to travel to the U.S. or to other countries for training. The Financial Specialist will serve as the Acting DMO during his/her absence.

QUALIFICATIONS REQUIRED

- Bachelor's degree in Accountancy, Business Administration or comparable degree.
- At least 5 years of progressively responsible experience in accounting, finance and budgeting with significant knowledge in general business administration. Experience in government or private sector accounting including interpretation and use of financial data for informed decision-making and the efficient and optimal use of resources. Experience in financial management work that involved the preparation, justification, or management of an organization's budget.
- At least 1 year of human resource management experience and knowledge in administrative best practice, internal controls and audit documentation.
- Level IV, both English and Nepali (written and spoken).
- Must be proficient in Microsoft Office computer applications.
- Demonstrated thorough knowledge of budgeting process – financial planning, implementation, monitoring and control.
- Demonstrated ability to manage budgeting processes from budget creation to completion.
- Must be able to work under time restraints and manage many projects.
- Must be able to contribute to the process improvements by assessing, analyzing and recommending solutions.
- Must be able to obtain delegation of authority as a Contracting Officer and Alternate Cashier.
- Must meet US Embassy security clearance requirements.

DESIRED QUALIFICATIONS: Working knowledge of Government accounting (allotment, commitment, obligation, liquidation). Knowledge of Foreign Affairs Handbook, Foreign Affairs Manual, Federal and State Department Regulations, Local Labor Law.

TO APPLY

The United States Peace Corps is an Equal Opportunity Employer. Interested candidates should submit their CV and a cover letter in English addressing the qualification requirements by email to: 12.05FS@gmail.com . A confirmation email will be sent when your email is received.